

Department of Public Safety

Civilian Employees

Rules & Regulations

October 2009

THE DEPARTMENT OF PUBLIC SAFETY IS AN
AFFIRMATIVE ACTION/EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER

FOREWORD

The Department of Public Safety was established in 2008 to consolidate the law enforcement services provided by six divisions and agencies within the executive branch of state government. The purpose of this consolidation was to assure the provision of professional services, to enable the most efficient and effective use of the state's public safety resources, to allow for the consolidation of such functions as communications, training, and operating procedures, and to protect the lives and promote the safety of the citizens of this state.

The Department of Public Safety recognizes the invaluable service that civilian employees provide in helping to achieve the department's goals and mission. The civilian employees are an integral part of the department and their undying dedication is hereby recognized. In order to guide the department's civilian employees, the following Rules & Regulations are being provided for their benefit and clarification. The Rules & Regulations manual is supplemented by a procedural manual, which details specific procedural aspects of the civilian employees daily routine.

The Department of Public Safety is located at the Rhode Island State Police Headquarters; therefore, the civilian employees of the Department of Public Safety shall follow rules and regulations similar to those for the civilian members of the Division of the Rhode Island State Police.

Civilian employees shall read these Rules & Regulations with the understanding that there may arise unforeseeable circumstances to which no provision of this manual is strictly applicable. The lack of a rule or regulation governing such case does not mean that civilian employees' conduct may deviate from the superior standards of the Department of Public Safety.

The Commissioner, who also serves as the Superintendent of the Rhode Island State Police, and is appointed by the Governor and serves at the Governor's pleasure, has authority to interpret the Rules & Regulations of the Department of Public Safety, subject to the approval of the Governor.

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CHAPTER I

1. ORGANIZATION OF THE DEPARTMENT OF PUBLIC SAFETY

- A. The Department of the Public Safety is an agency of the Executive Department of State Government and consists of sworn members of the Rhode Island State Police and civilian personnel.
- B. The department consists of the following members: a Commissioner, who shall also serve as the Superintendent of the Rhode Island State Police; a Major within the Rhode Island State Police who shall serve as the liaison between the Commissioner and agency directors; Chief Legal Counsel; Director of Finance, Office of Central Management; Projects Manager; and any other personnel deemed necessary by the Commissioner.
- C. The Department of Public Safety shall be responsible for the management and administration of the following divisions and agencies: Rhode Island State Police, Rhode Island State Fire Marshal, E-911 Emergency Telephone System Division, Rhode Island Capitol Police, Rhode Island Municipal Police Training Academy, and Public Safety Grants Administration Office. All directors of these agencies report directly to the Commissioner of Public Safety.

2. COMMISSIONER/SUPERINTENDENT

- A. The head of the Department of Public Safety and the State Police shall be the Superintendent who shall be a qualified police administrator. The Commissioner/Superintendent shall be appointed by the Governor and shall serve at the Governor's pleasure.
- B. The Commissioner/Superintendent shall hold the rank of full Colonel and, when in uniform, wear the insignia of that rank.
- C. The Commissioner/Superintendent is the head of the Department of Public Safety and the State Police with all powers, rights and duties prescribed by law. He is responsible for the administration of the department and all sub-agencies within the department. He is responsible for the administration and discipline of the department and is charged with, and responsible for, the enforcement and execution of all laws and regulations of the department.

- D. Subject to pertinent laws and these regulations, the Commissioner/Superintendent, with the approval of the Governor, has statutory authority to make rules, regulations, and policies not inconsistent with law, for the qualifications of applicants for appointment to the sub-agencies within the Department of Public Safety. He has the authority to discipline, control, and remove sworn members and civilian personnel. He has the authority to promulgate to the department these rules, regulations, policies, or any orders or instructions of the Governor for the execution of the Department of Public Safety mission.

3. DUTIES AND RESPONSIBILITIES OF COMMISSIONER/SUPERINTENDENT

- A. The Commissioner/Superintendent shall be personally and directly responsible to the Governor for the execution of the Department of Public Safety mission. The Commissioner/Superintendent shall keep the Governor informed of all matters concerning the department, except where prohibited by law.
- B. The Commissioner/Superintendent shall annually, in the month of January, make a report to the General Assembly showing the activities of the department, and shall provide regular and timely reports to the Governor and make recommendations with respect to the state's public safety needs. He shall also submit budgets and other fiscal documents required to support the divisions and agencies within the department to the Budget Office.
- C. The Commissioner/Superintendent shall assure continued progress toward improving the quality, the economy, the accountability and the efficiency of state-administered public safety services. The Commissioner/Superintendent shall utilize objective data to evaluate public safety goals, resource use and outcome evaluation and to perform short and long-term policy planning and development.
- D. The Commissioner/Superintendent shall serve as the Governor's chief advisor and liaison to federal policymakers on public safety issues as well as the principal point of contact in the state on any such related matters.
- E. The Commissioner/Superintendent shall make certain that the operations of all Departments, Agencies, Bureaus, and Units support one another wherever possible. The Commissioner/Superintendent shall resolve administrative, jurisdictional, operational, program or policy conflicts among divisions and agencies and take necessary action.

- F. The Commissioner/Superintendent shall study any factors that might prevent the department from functioning efficiently, including any possible morale-destroying situations or influences, and take all appropriate steps to correct any such problems.
- G. The Commissioner/Superintendent shall conduct independent reviews of state public safety programs. The Commissioner/Superintendent shall visit all Department of Public Safety agencies periodically to ensure that such facilities are properly operated and maintained.
- H. The Commissioner/Superintendent shall promptly investigate, or cause to be investigated, any complaints or charges brought against the department or any member or employee thereof.
- I. The Commissioner/Superintendent shall appoint various members to serve on personnel evaluation boards, recruit screening boards, commendation boards, and disciplinary hearing boards as may be necessary.
- J. The Commissioner/Superintendent may, in his discretion, suspend from duty any employee of the department for any violation of these regulations or for any insubordination. He shall promptly proceed with the necessary disciplinary procedures as set forth elsewhere in these regulations.
- K. The Commissioner/Superintendent, when deemed necessary, shall promote members and employees of the department. He shall ensure that only the best-qualified persons are promoted and that character, ability, performance, aptitude, and depth of experience will determine who is to be promoted.
- L. The Commissioner/Superintendent shall, from time to time, confer with his subordinate officers and civilian employees for the purpose of giving orders or instructions and to promote uniformity in the administration of the department.
- M. The Commissioner/Superintendent shall maintain a specific workweek of not less than forty hours. He shall be readily available in "on-duty" status to provide for the proper administration of the Department of Public Safety.

4. ABSENCE OF COMMISSIONER/SUPERINTENDENT

- A. The Commissioner/Superintendent shall regulate his office so that at all times when he is absent, it shall be under the command of the Deputy Superintendent, or a Command Staff Officer not lower in rank than Captain, designated by the Commissioner/Superintendent.
- B. This officer, while in such temporary command, shall be regarded as the representative of the Commissioner/Superintendent and his commands shall be obeyed throughout the organization.

5. LIEUTENANT COLONEL-DEPUTY SUPERINTENDENT/CHIEF OF FIELD OPERATIONS, RHODE ISLAND STATE POLICE, ACTING AS COMMISSIONER/SUPERINTENDENT

- A. The Lieutenant Colonel - Deputy Superintendent shall, while there is a vacancy in the Office of the Commissioner/Superintendent, be vested with all the powers and authority of the Commissioner/Superintendent.

6. LIEUTENANT COLONEL-DEPUTY SUPERINTENDENT/CHIEF OF FIELD OPERATIONS, RHODE ISLAND STATE POLICE

- A. The Lieutenant Colonel - Deputy Superintendent / Chief of Field Operations shall be second in command and shall hold the rank of Lieutenant Colonel. He is responsible for assisting the Commissioner/Superintendent in the efficient administration, control, and operation of the Division of the State Police. In the absence of the Superintendent, the Lieutenant Colonel - Deputy Superintendent shall be Acting Commissioner/Superintendent.
- B. The Lieutenant Colonel - Deputy Superintendent / Chief of Field Operations shall keep the Commissioner/Superintendent thoroughly informed of important events, serious crimes, criminal conditions, and other unusual conditions. He / she shall disseminate information, orders, instructions, and policies on behalf of the Commissioner/Superintendent. He / she shall have responsibility, as prescribed by the Commissioner/Superintendent, for the implementation and administration of rules, regulations, policies and orders.

- C. This position is part of the Uniform Bureau of the Division of the State Police and the Lieutenant Colonel – Deputy Superintendent / Chief of Field Operations shall, while on duty, wear the prescribed uniform unless plain clothes have been specifically authorized by the Commissioner/Superintendent.

7. DIVISION MAJORS

- A. The Division Majors are superior officers who inspect, survey, and evaluate all phases of Division operations, efficiency, discipline, and morale. The Division Majors have no unit command function, but have the authority to inspect, investigate, observe, and interview any member of any unit of the Division, in the proper execution of their mission.
- B. The Division Majors report to the Commissioner/Superintendent concerning any Division procedure or condition that appears to be unsuitable, cumbersome, or otherwise inefficient. Additionally, they shall report the failure to any unit commanding officer to enforce Division regulations, especially when such a failure may tend to discredit the Division.
- C. A Division Major shall serve as the Chief Administrative Officer. As such, the Division Major is responsible for the general personnel and employee relations functions relating to all personnel and shall have the responsibility over the Technology and Communications Services Unit, the Traffic Planning and Research Unit, and the Training Academy, Fiscal Office, Fleet/Supply Administration Office, and Maintenance Section.
- D. A Division Major shall serve as the head of the Professional Standards Unit. As such, the Division Major shall ensure the accountability of all internal investigations and confidential matters, and shall oversee the investigation of complaints against sworn and civilian personnel.
- E. A Division Major shall also serve as the Commissioner's liaison to the Department of Public Safety (DPS). As such, the Division Major shall oversee the day-to-day operations and management of the agencies that comprise the DPS.

8. PROFESSIONAL STANDARDS UNIT, RHODE ISLAND STATE POLICE

- A. The purpose of the Professional Standards Unit is to ensure thorough and objective investigations of any allegations or complaints of misconduct against Rhode Island State Police personnel, so that the Division may defend them or take appropriate disciplinary action. The functions and responsibilities of the Professional Standards Unit include:
- i. Processing all complaints or allegations of misconduct against Division personnel.
 - ii. Conducting investigations pertaining to allegations of a criminal nature and those of violations of the Division's rules and regulations.
 - iii. Assisting in internal investigations conducted by personnel in other bureaus/units throughout the Division.
 - iv. Maintaining records pertaining to allegations of misconduct.
- B. The goal of this bureau is to maintain the integrity of the Rhode Island State Police; to protect troopers and civilian employees and their families from false accusations or harassment; to identify and investigate misconduct; and to carry out such other duties as required by the Commissioner/Superintendent.

9. CHIEF LEGAL COUNSEL

- A. The Chief Legal Counsel shall serve as in-house legal counsel to the Superintendent and the Department of Public Safety, and shall report to the Superintendent. He/She shall advise the division command staff in matters of discipline and grievances involving Division personnel, both sworn and civilian.
- B. The Chief Legal Counsel shall draft legal opinions of current state and federal law, as related to the Department of Public Safety practices and policy. He/She shall also monitor state and federal legislation in matters that effect Department of Public Safety operations.
- C. The Chief Legal Counsel shall assist the Division's Professional Standards Unit in the prosecution of employees at in-house board hearings, LEOBR

hearings, and Department of Public Safety agency grievance proceedings. He/She shall serve on the Labor Relations Contract Negotiations Committee. He/She shall issue Legal Bulletins when appropriate.

- D. The Chief Legal Counsel shall act as liaison to and provide assistance to the Attorney General's Office regarding litigation involving Department of Public Safety agencies.

10. DIRECTOR OF FINANCE/CENTRAL MANAGEMENT OFFICE

- A. The Director of Finance/Central Management Office fulfills two purposes within the department: fiscal management and supervision of particular record keeping.
- B. The Director of Finance/Central Management Office, under the function of fiscal management, is responsible for establishing, implementing and supervising the budgets of the department, its divisions and agencies. He/she reports directly to the Major - Chief Administrative Officer of the Rhode Island State Police regarding all matters concerning budgetary management.
- C. The Director of Finance/Central Management Office, under the clerical record-keeping function, is responsible for collecting, processing, preparing, maintaining, and disseminating (with the approval of the Commissioner/Superintendent) all information, reports and records relating to the personnel support services, salary and benefits accruing to the employees of the Department of Public Safety. The Director of Finance/Central Management Office has the same responsibilities in connection with requisitions, purchase orders, and other records dealing with contractual or other services, supplies or other material needed for department purposes.
- D. The Director of Finance/Central Management Office, under the function of personnel officer, is responsible for monitoring and maintaining the Department's Performance Appraisal Management System. These responsibilities include overseeing annual performance appraisals for sworn and civilian personnel as well as probationary and post-promotional appraisals of all sworn Division members. Additionally, the Director of Finance/Central Management Office manages the time/attendance records of all employees of the department, both sworn and civilian.

11. PRINCIPAL PROJECTS MANAGER

- A. The Principal Projects Manager serves as the coordinator for special projects for the Department of Public Safety, its divisions and agencies. The Principal Projects Manager is the coordinator for the creation, establishment, and revision of the policies, procedures, rules and regulations for the department and all divisions and agencies within the department.
- B. The Principal Projects Manager reports directly to the Major of the Rhode Island State Police who serves as the liaison for the Commissioner for the Department of Public Safety. The Principal Projects Manager also assists the Chief Legal Counsel for the department.
- C. The Principal Projects Manager is responsible for any assignments given to him/her by the Commissioner or Major.

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CHAPTER II

COURTESY AND CONDUCT

1. OBEDIENCE TO LAW

- A. Civilian personnel shall obey the laws of the United States and the State of Rhode Island, ordinances of local jurisdictions, and court orders. If it is proved that a civilian employee has violated this rule of conduct, the fact that no criminal prosecution was instituted against the civilian employee shall not bar departmental discipline.

2. OBEDIENCE TO RULES AND REGULATIONS

- A. Civilian employees of the department shall obey the Civilian Rules and Regulations of the Department of Public Safety and any amendment or additions thereto. A violation of these Rules and Regulations, or of any department policy, may be sufficient cause for disciplinary actions.

3. OBEDIENCE TO SUPERIOR OFFICERS

- A. Civilian employees shall promptly obey all lawful orders given to them by their appropriate supervisor. If an order is not understood, it is the responsibility of the civilian employee to obtain clarification from their supervisor. Civilian employees who are given orders which appear to be in conflict with previously issued orders, rules, or regulations shall respectfully inform their supervisor who issued the conflicting order. Their supervisor will then assume the responsibility for the conflict. If their supervisor does not alter or retract the second or conflicting order, the civilian employee shall promptly obey the order barring any unsafe conditions.

4. REPORTING VIOLATIONS

- A. Civilian employees of the department who observe or who have actual knowledge of violations of laws, ordinances, rules, regulations, or official orders on the part of another civilian employee shall immediately report such incidents to their supervisor.

5. COURTESY

- A. Civilian employees shall address superior officers by rank.
- B. A *professional* knows every aspect of his/her job and can provide complete, understandable answers to the public's questions. A *professional* presents a business like image, works efficiently, and does not abuse the position of power that special knowledge affords. A *professional* never criticizes a co-worker in public nor denigrates anyone. A *professional* raises conflict resolution to an art form, always seeking to preserve the dignity of the individuals involved in the dispute, thereby preserving the dignity of the Department of Public Safety. The word "respect" is always in the mind of the *professional*.

6. CONDUCT

- A. It is the duty of every employee to conduct himself/herself inside and outside his/her office in a manner that brings honor and respect for, rather than public distrust of, Department of Public Safety personnel.

Whenever a state employee shall so conduct himself/herself as to cause scandal or to lose or jeopardize such esteem, he/she may be dismissed for the good of the service, subject to the provisions of the law and rules.

7. HARASSMENT AND DISCRIMINATION

- A. Civilian employees shall not discriminate against or harass other individuals because of race, creed, color, national origin, sex, age, sexual orientation, gender identity, or any sensory, mental, or physical handicap.
- B. In the event that an employee feels that he/she has been the victim of a sexually harassing act, or other harassing or discriminatory act, or violence in the workplace, he/she shall immediately make a complaint either through his/her supervisor or directly to the Major - Liaison for the Department of Public Safety concerning the incident. In such cases the chain of command need not be followed to initiate such a complaint.

8. ON-DUTY RELIGIOUS, RACIAL AND POLITICAL DISPUTE

- A. While on duty, civilian employees shall not become publicly embroiled in any religious, racial, partisan political or other controversial dispute in which their stand on the issue could be interpreted as the official position of the Department of Public Safety.

9. USE OF ALCOHOL ON DUTY

- A. Civilian employees shall not consume intoxicating beverages while on duty, nor shall he/she appear for work or be on duty while under the influence of intoxicants to any degree.

10. ALCOHOLIC BEVERAGES IN DIVISION FACILITIES

- A. Civilian employees shall not possess, use, or store alcoholic beverages in any department facility or vehicle, unless such beverages are being held as evidence.

11. USE OF DRUGS

- A. No civilian employee shall use or possess any narcotic, dangerous drug, or controlled substance, whether on or off duty, except for medical purposes as prescribed by a physician, dentist or other medical authority.

12. GRATUITIES, GIFTS, REWARDS

- A. Civilian employees of the department shall not solicit or accept any gratuity or any other item of value where there is any connection, however remote, between such offer of solicitation and the civilian's position with the department. Civilian employees shall neither directly or indirectly:
 - i. Solicit or accept any gratuities of merchandise, meals, beverages, or any other item of value which is intended to influence their or any other civilians' actions in any matter of police business, or which might cast an adverse reflection on the department or any of its employees.

- ii. Solicit any discounted services or merchandise offered as a result of their employment with the department.
- iii. Solicit or accept any gift or gratuity from other department personnel if such items would adversely affect their duties.
- iv. Solicit or accept any reward for services rendered in the performance of their duty.
- v. Solicit free admission to places of amusement for themselves or others.
- vi. Private financial obligations shall be handled so not to affect work performance.

13. ABUSE OF POSITION

- A. Civilian employees shall not lend to another person their identification card or permit them to be photographed or reproduced without the approval of the Commissioner/Superintendent.
- B. Civilian employees shall not authorize their names, photographs, or official titles that identify them as civilian employees of the Department of Public Safety for use in connection with advertisements of any commodity or commercial enterprise.
- C. Civilian employees shall not identify themselves as Department of Public Safety employees for the purpose of gaining personal advantages or avoiding the consequences of illegal acts performed by themselves or by other individuals.

14. INSUBORDINATION

- A. Insubordination or disrespect toward superior authority is strictly prohibited. Insubordination is defined as: a failure to recognize the authority of any supervisor by disrespect, disputing, disobeying, or refusing to obey the supervisor's lawful order.
- B. Civilian employees shall not publicly criticize the Department of Public Safety, its policies, or other employees in speech, writing, or other forms of expression. The provision is not intended to preclude the exercise of members' rights under state and/or federal law.

15. ENDORSEMENTS AND REFERRALS

- A. No civilian employee shall recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service or commercial service.

16. CONFLICT OF INTEREST STATEMENT

- A. Civilian employees shall have no interest, financial or otherwise, direct or indirect, or shall they engage in any business, transaction, or professional activity, or incur any obligation of any nature that is in conflict with the proper discharge of their duties.
- B. Civilian employees shall have no interest or association, financial or otherwise, direct or indirect, with organized crime or any other illegal activity, or with any individual and/or business in any way associated with organized crime or any other illegal activity. Such associations may be permitted where unavoidable because of family relationships with a department employee.

17. PAYMENT OF DEBTS

- A. Civilian employees shall not incur any financial obligations which they know are in substantial conflict with the proper discharge of his/her duties or employment in the public interest and of his/her responsibilities as prescribed in the laws of this State.

18. TARDINESS

- A. Civilian employees are required to report for duty on time. Failure to report on time may result in penalties and/or disciplinary action subject to the terms and conditions of the Collective Bargaining Agreement, where applicable.

19. ATTENDANCE RECORDS

- A. Honesty and truthfulness are paramount. Employees should not, for example, knowingly make omissions or false representation on time cards, sick leave reports, injury report, or personnel records.

20. RELATIONS WITH DIVISION PERSONNEL

- A. Civilian employees shall never behave disrespectfully or use threatening or insulting language toward any other employee. Civilian employees shall not offer violence against, nor strike or attempt to strike any other employee.
- B. In their dealings with department personnel of the opposite sex, all civilian employees shall act in a professional, respectful manner.

21. SUBVERSIVE ORGANIZATIONS

- A. No civilian employee shall aid, assist, or be a member of any organization that advocates violence or the overthrow of the government by force, or which is deemed to be detrimental to the security and well being of the State of Rhode Island or the United States of America.

22. ASSOCIATIONS

- A. All civilian employees of the department shall avoid regular or continuous associations or dealings with persons who they know are under criminal investigation or indictment. Such associations may be permitted where unavoidable because of family relationships with a department employee.

23. REPORTS

- A. Civilian employees shall complete and submit all reports in accordance with established department procedures. No civilian employee shall knowingly enter, or cause to be entered, any inaccurate, false, or misleading information on a report.

24. TRUTHFULNESS

- A. Civilian employees shall at all times be truthful and honest in dealing with fellow department personnel or members of the public. Upon the order of any superior, civilian employees shall truthfully answer all questions asked of them that are specifically directed to the scope of employment and operations of the department.

25. FALSIFICATION OF EMPLOYMENT APPLICATION

- A. The integrity and high moral standards of the Department of Public Safety must be maintained; therefore, no person shall procure employment by willfully misrepresenting their qualifications, character, or reputation.

26. UNSATISFACTORY PERFORMANCE

- A. Civilian employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Civilian employees shall perform their duties in a manner that will maintain the highest standards of efficiency in carrying out the functions and objectives of the department. Unsatisfactory performance may be demonstrated by an unwillingness or inability to perform assigned tasks, and the failure to conform to work standards established for the civilian's position. In addition to other indicators of unsatisfactory performance, the following shall be considered evidence of unsatisfactory performance: Repeated poor evaluations or a record of repeated infractions of rules, regulations, directives, or orders of the department.

27. NOTIFICATION OF INABILITY TO REPORT TO WORK

- A. Civilian employees, who know they will be unable to report to work due to illness, injury, or for any other reason, shall immediately notify their supervisor (or ensure such notification) or the front office for Rhode Island State Police personnel, and the expected date of return to work. The supervisor shall also be advised of a change in any of the above that may occur after the original notification is given. Upon return to duty from

sick leave, civilian employees may be required to supply a doctor's certificate stating physical ability to return to work.

- B. Civilian employees injured while on duty shall report such injuries to their supervisor as soon as possible, and shall comply with the provisions of existing regulations pertaining to such injuries. Civilian employees who become ill and find it necessary to leave an assigned task or duty shall report this fact to their supervisor before leaving the assignment or task.

28. LEAVING ASSIGNMENT

- A. Civilian employees shall not leave their assigned work location during working hours except when authorized by the proper authority.

29. DISSEMINATION OF INFORMATION

- A. Civilian employees shall treat the official business of the Department of Public Safety as confidential. Information regarding official business shall be obtained and disseminated only to those for whom it is intended and authorized. Civilian employees shall not divulge the identity of persons giving confidential information.

30. PUBLIC PRONOUNCEMENTS

- A. Although employees of the Department of Public Safety are encouraged to participate in community activities, including public speaking events, it must be remembered that the Commissioner/Superintendent has the ultimate responsibility for formulating and interpreting department policies and procedures. Civilian employees of the department must, therefore, have authorization from the Commissioner/Superintendent before engaging in public speaking relating to the department.

31. SEEKING PUBLICITY

- A. Civilian employees shall not directly or indirectly use their official position within the department to seek publicity for themselves through

the press, radio, television, or other news media; nor shall they furnish information to same for the purpose of gaining personal recognition.

32. CARE & MAINTENANCE OF DEPARTMENT PROPERTY, EQUIPMENT & VEHICLES

- A. Civilian employees shall maintain, in good condition, all property and equipment assigned to them. They shall immediately report to their supervisor any loss or damage of department property, equipment, or vehicles assigned to them. They shall also notify their supervisor of any defects or hazardous conditions existing in any property or equipment assigned to them. In those cases where State property is found bearing evidence of damage which has not been reported, the last person using the property, equipment, or vehicle will be held responsible for said damage.
- B. A civilian employee shall not appropriate for one's own use any lost, found, or stolen property nor convert to one's own use any property of the State of Rhode Island.

33. OPERATION OF OFFICIAL VEHICLES

- A. Civilian employees shall operate official vehicles in a careful and prudent manner, and shall obey all State laws and the Rules and Regulations of the Department of Public Safety pertaining to such operation. Loss, expiration, or suspension of any driving license shall be reported immediately.

34. RIDERS IN DEPARTMENT VEHICLES

- A. A civilian employee shall not allow non-employees to ride in a department vehicle, except when necessary.

35. ACCIDENTS INVOLVING VEHICLES

- A. Whenever a civilian employee of the department is involved in an accident while operating a department vehicle, he shall immediately notify his / her supervisor.

- B. The supervisor shall investigate said accident or, if unable to do so immediately, cause the investigation to be carried out by another available member.
- C. The supervisor of the civilian employee involved has the responsibility of notifying the Major - Liaison for the Department of Public Safety, without unreasonable delay, of the circumstances of said accident.

36. INJURIES INFLICTED TO PERSONS OR PROPERTY

- A. Whenever a department employee is involved in an accident while operating a department vehicle, or in any way injures a person or property, the civilian employee shall immediately notify his/her supervisor, and the supervisor shall subsequently notify the Major - Liaison for the Department of Public Safety without unreasonable delay.

37. RESPONSIBILITY FOR DEPARTMENT VEHICLE

- A. A civilian employee of the department who is assigned as an operator of a department vehicle shall be responsible for the instant serviceability of the vehicle assigned to his/her use.

38. EXPENDITURE OF STATE FUNDS

- A. No purchases shall be made or liability incurred in the name of the Department of Public Safety by a civilian employee unless in accordance with State purchasing policy, regulations, or laws.

39. OUTSIDE EMPLOYMENT

- A. An employee of the Department of Public Safety desirous of engaging in outside employment shall provide notification and receive permission of the Commissioner/Superintendent or his/her designee. The civilian employee shall indicate the nature of the employment, location, anticipated hours of work. It is understood that the needs of the department shall be the primary consideration; therefore, members shall have the obligation to be available for full performance of their duties. Should it be determined that authorized outside employment is

interfering with the civilian employee's job performance, the Commissioner/Superintendent shall have the authority to restrict said outside employment in a manner reasonably deemed necessary. It is understood that any outside employment shall not encompass work that adversely affects the integrity of the department.

40. VIOLATIONS

- A. Violations of these Rules & Regulations or of any policy, procedure, directive, order, or command given lawfully by superior authority may be grounds for disciplinary action. The Commissioner/Superintendent will determine appropriate disciplinary action and in accordance with the appropriate Collective Bargaining Agreement, where applicable.

41. SECURITY OF FIREARMS

- A. Any civilian member who is authorized to carry a department-issued firearm as part of their duty assignment shall be responsible for the safekeeping and security of his/her firearm at all times. A civilian member will not leave his/her firearm unattended and unsecured. When a firearm is left in a police locker, the civilian will ensure that the locker is properly locked.

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CHAPTER III

VISITORS, IDENTIFICATION AND SECURITY

POLICY:

1. It is the responsibility of all civilian employees to aid in the security of the Division installations.
2. Visitors to any State Police installation will not be allowed to move throughout an installation without an escort.
3. The use of Visitor passes and sign-in logs are mandatory at Division Headquarters, ISSB, Barracks, and other State Police facilities.
4. Security of Division offices and files will be given top priority.
5. Treat all visitors in a courteous and businesslike manner.
6. Commanding Officers may require additional security measures depending on the type of installation and/or unusual circumstances.

1. VISITORS TO DIVISION INSTALLATIONS

A. Reception of Visitors

Visitors to Division installations will judge the Division by the total impression they receive from contact with Division employees. All persons who call at Division installations, whether complainants, witnesses, law enforcement officers, business visitors or others must therefore be dealt with promptly, courteously, and efficiently.

- i. All visitors shall be greeted cordially and immediately. Greeting visitors is mandatory.
- ii. Employees shall not continue doing deskwork, even briefly, when a visitor enters, but shall greet each visitor at once.
- iii. Strangers shall be greeted: "Good morning/afternoon, may I help you?"
- iv. If a visitor does not volunteer his/her name when greeted, ask, "May I have your name, please?" If the visitor declines to furnish a name, inform the individual who will see the visitor.
- v. Known visitors shall be greeted by name.

B. Conversation with Visitors

Employees must, at all times, treat visitors with courtesy, but shall not discuss with any visitor information regarding any Division personnel, operations or business, except insofar as is necessary to determine the person whom the visitor shall see if the visit is not to a specific person.

2. SECURITY OF DIVISION OFFICES

The nature of the Division's work requires that it be afforded adequate security. Official papers of any kind shall not be left out where they can be read by unauthorized persons or visitors. When leaving their work area for any extended period (including lunch), employees shall put away all confidential papers and other confidential items.

- A. At the termination of the workday, all doors offering access for the public to interior offices shall be locked and all official documents and files shall be secured in locked cabinets or in a secured place. Mail, reports, files, or documents shall not be left on desks, tables, or cabinets.
- B. All keys to desks and file cabinets which are not carried on the person of the employee using them shall be maintained as follows:
 - i. At Division Headquarters: In the "Tel-Key" cabinets under custody of the Section Head or Officer-in-Charge.
 - ii. At ISSB, Barracks, or other State Police Facility: In a securely locked cabinet as directed by the Commanding Officer, in close custody of such person as he/she may designate.
 - iii. All keys shall be charged out in the name of the person taking the key and shall be returned immediately after use.
- C. Periodic checks shall be made by the supervising employee or members in charge of each section or unit at all Division locations, whether at Division Headquarters, the State Police Training Academy, or in the Field, to detect fire hazards, unsanitary or unsightly conditions, or failure to lock desks and cabinets. Any such member noted shall be corrected on the spot when possible to do so and when required shall be brought to the attention of the Commanding Officer in a written memorandum.